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## Job Specification

### ASSISTANT MUNICIPAL CLERK

#### DEFINITION

Under direction of the Municipal Clerk on a regular and recurring basis, plans, organizes, manages, and coordinates the various activities of the office in accord with state and local laws, rules, regulations, and policies; may take and transcribe stenography; does other related duties.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### EXAMPLES OF WORK:

Coordinates activities of clerical staff.

Analyzes, evaluates, and organizes office operations and procedures.

Revises office procedures and devises new forms to improve efficiency of workflow.

Establishes uniform correspondence and filing procedures.

Develops procedures for systematic retention, protection, retrieval, transfer, and disposal of records.

Reviews records and correspondence to ensure completeness, accuracy, and timeliness.

Prepares agendas for meetings of the governing body.

Provides information for the preparation of the budget.

Purchases supplies and equipment.

Receives license applications, fees, and issues certain licenses.

Registers and transfers voters.

May take and transcribe dictation.

Provides assignments and instructions to subordinates and supervises their work.

Reviews and verifies payrolls and claims.

Prepares checks.

Conducts searches and issues search certificates.

At elections, prepares and distributes election equipment, materials, and supplies, and maintains records.

Provides instructions to election officers.

Receives election returns.

Records and files the municipal budget.

Records bids for the purchase of equipment and supplies.

Administers and records oaths of office.

Directs correspondence and inquiries to various municipal departments for appropriate action.

Prepares and records resolutions, ordinances, vouchers, and other municipal forms.

Prepares minutes of the meetings of the governing body.

Prepares reports for the public record.

Prepares periodic reports of documents or licenses issued, cash receipts and accounts.

May assist in developing procedures for obtaining prompt and accurate reports of births, marriages, and deaths.

May issue certified copies of birth, marriage, and death records.

May pass upon the certificates and other forms used in reporting births, marriages, and deaths.

May issue burial, disinterment, and transit permits to morticians.

Establishes and maintains records and files.

In the absence of the municipal clerk, assumes duties, responsibilities, and authority and may be authorized to act as the municipal clerk when the municipal clerk is not present.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

**REQUIREMENTS:**

**EXPERIENCE:**

Five (5) years of clerical experience involving responsibility for maintaining records of business transactions and office activities requiring a knowledge of office systems and procedures, two (2) years of which shall have been in a supervisory capacity.

**NOTE:** Applicants may substitute college credits from an accredited college or university for the nonsupervisory work experience on the basis of thirty (30) semester hour credits being equal to one (1) year of experience.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of state and local laws, rules, regulations, policies, and procedures that apply to the administration of municipal affairs.

Knowledge of methods and procedures used to prepare a municipality for an election.

Knowledge of office methods and procedures.

Ability to provide assignments and instructions to subordinates and supervise their work.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to maintain the minutes of the governing body.

Ability to take and transcribe dictation.

Ability to process, record, and file resolutions.

Ability to administer and record oaths of office.

Ability to interpret laws, rules and regulations and apply them to specific situations.

Ability to issue licenses and collect and record fees.

Ability to purchase supplies and equipment.

Ability to answer and/or direct correspondence and inquiries for action to various municipal departments.

Ability to establish and maintain cooperative working relationships with those interested or involved in the work of the unit.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code:**

<b>Job Spec Code</b>	<b>Variant</b>	<b>State, Local or Common</b>	<b>Class of Service</b>	<b>Work Week</b>	<b>State Class Code</b>	<b>Local Class Code</b>	<b>Salary Range</b>	<b>Note</b>
00617		L	C		N/A	16		-

This job specification is for **local** government use only.  
Salary range is only applicable to state government.  
Local salaries are established by individual local jurisdictions.

3/30/2017

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